



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
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Second District

ZEV YAROSLAVSKY
Third District

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Fourth District

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Fifth District

January 25, 2007

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

RECORDS AND ARCHIVES MANAGEMENT PROGRAM – QUARTERLY STATUS REPORT (OCTOBER - DECEMBER 2006)

On February 18, 2003, your Board instructed my office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Since our October 18, 2006 quarterly status report, we have accomplished the following:

- Completed a draft County General Retention Schedule (GRS) which was submitted to all County departments for stakeholder input. The information will be incorporated, as appropriate, into the retention schedule and cleared with County Counsel prior to submittal to your Board for approval;
- Attended the annual Association of Records Managers and Administrators (ARMA) conference;
- Developed a "train-the-trainer" program to help expedite preparation and completion of departmental Inventory and Retention Schedules (I-R Schedules), which will be implemented on a flow-basis. We continued to provide assistance to numerous departments, and the Alternate Public Defender (APD) has completed their schedules. We anticipate that the GRS and schedules completed thus far by County departments (APD, Arts Commission and Museum of Art), will be submitted to your Board for approval shortly.

Each Supervisors
January 25, 2007
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A summary status report on County departmental progress in completing the I-R Schedules is attached.

The next quarterly report will be provided to your Board on or before April 18, 2007. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact the County Records and Archives Coordinator, Ms. Loreto Maldonado, at (213) 974-1319.

DEJ:MKZ
DS:MLM:ib

Attachment

c: All Department Heads
Chair, Historical Landmarks and Records Commission

**Departmental Status Reports on Records and Archives Inventories
and Retention Schedules**

MILESTONE	DESCRIPTION	DEPARTMENT
Completed	Reflects departments which have completed their Inventory and Retention Schedules (I-R Schedules), and submitted the final signed versions to the CAO.	<ul style="list-style-type: none"> • Alternate Public Defender • Arts Commission • Museum of Art
CAO Final Review	Reflects departments which have submitted I-R Schedules for final review and approval.	<ul style="list-style-type: none"> • None pending
County Counsel Review	Reflects departments which have submitted their I-R Schedules for approval of code requirements.	<ul style="list-style-type: none"> • Community Development Commission
CAO Draft Review	Reflects departments which have completed their I-R Schedules and have submitted the complete draft for clearance.	<ul style="list-style-type: none"> • Assessor • Auditor-Controller • Chief Information Office • Child Support Services • Fire • Human Resources - Office of Public Safety • Internal Services • Museum of Natural History • Parks and Recreation • Public Library • Public Works • Sheriff • Treasurer and Tax Collector
Schedules Underway	Reflects departments which are at various stages of preparing their draft I-R Schedules.	<ul style="list-style-type: none"> • Affirmative Action Compliance • Agricultural Commissioner/Weights and Measures • Animal Care and Control • Beaches and Harbors • Chief Administrative Office • Children and Family Services • Community and Senior Services • Consumer Affairs • Coroner • County Counsel • District Attorney • Executive Office, Board of Supervisors • Health Services • Human Relations Commission • Human Resources • Mental Health • Military and Veterans Affairs • Ombudsman • Probation • Public Defender • Public Health • Public Social Services • Regional Planning • Registrar-Recorder/County Clerk